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	Title Tasker Control		Page 1 of 3
	Process Owner OS31 Admin LPO		Approval Authority Director, Support Services

1. Purpose & Scope

This process defines the method for ensuring Taskers are acknowledged, tracked and responded to in a timely manner.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, Naval School of Health Sciences Quality Manual, b) NSHS-002, Quality System Document Control, c) SECNAVINST 5212.5 series, Navy & Marine Corps Records Disposition Manual, d) SECNAVINST 5216.5 series, Correspondence Manual.

3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **Tasker**: Electronic or written requests from responsible authority which requires a response with Director or higher level concurrence, e.g., requests from Congress, Flags, Commands, professional organizations, higher authority or BUMED Codes.
- 3.2 **AO**: Action Officer.
- 3.3 **DCN**: Document Control Number.
- 3.4 **LPO**: Leading Petty Officer.

4. Document Review & Concurrence

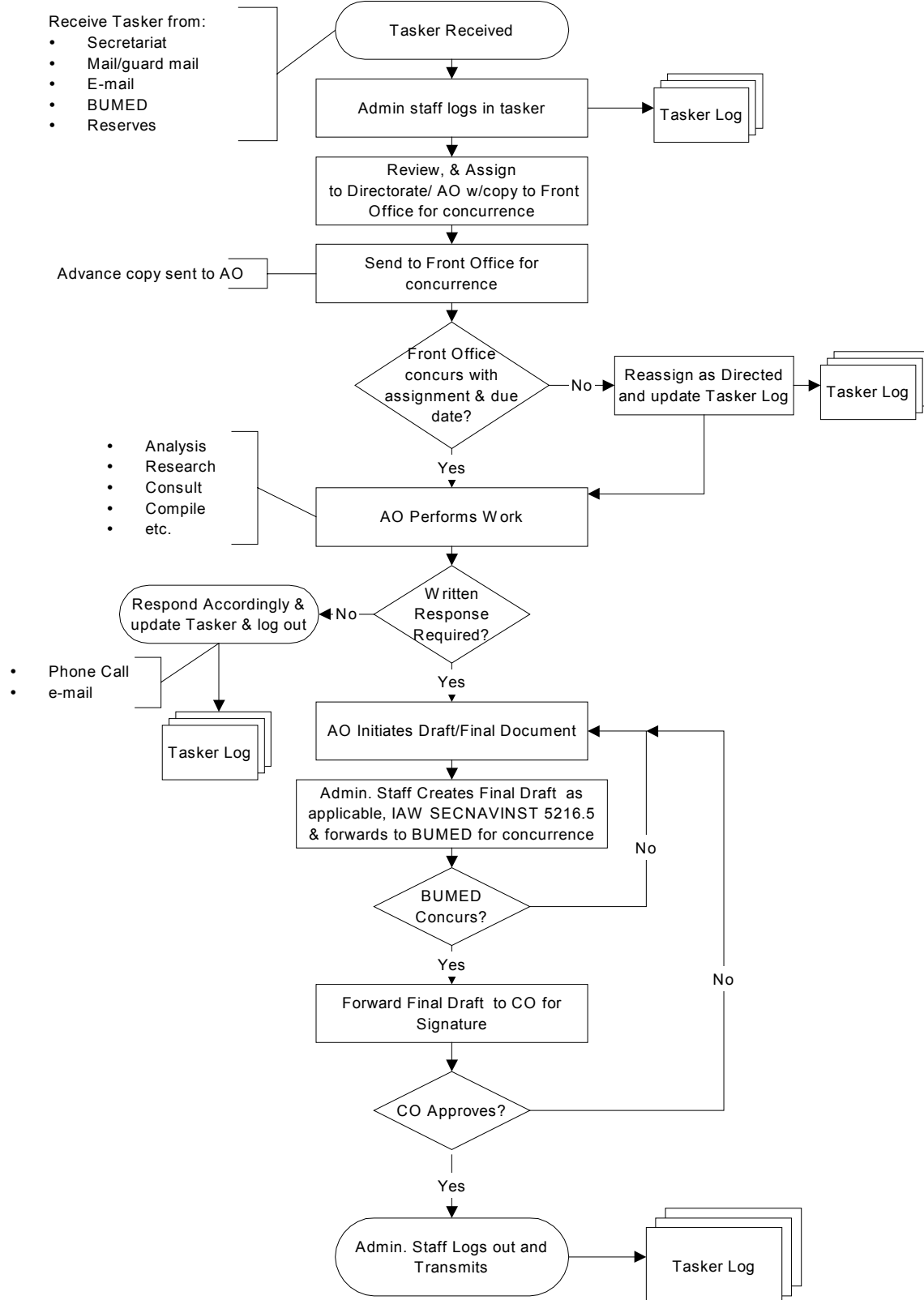
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Admin. LPO	OS31 (Process Owner)	YN1 M. King	Director, Support Services	OS (Approval Authority)	LCDR E. Kennedy
Admin. Officer	OS3	ENS T. Carr			

5. Summary of Changes

	Description	Date
01	Initial issue of procedure.	13 JUL 01

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6. Process Flowchart



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Tasker Log	OS31 Admin LPO	File Cabinet	By Report number, FY	3 Years	Destroy per SECNAVINST 5212.5 series

8. Addendum

N/A